



Circular 62c

Group Registration

for Daily

Newsletters

United States Copyright Office

GENERAL INFORMATION

The Copyright Office issued a regulation permitting group registration of daily newsletters, effective March 28, 1995. 37 CFR 202.3(b)(8). Publishers of daily newsletters which are issued routinely at least two times per week may register these newsletters in groups at a reduced fee on a single application if they meet certain requirements. The Copyright Office interprets the regulation prospectively to cover those issues of a daily newsletter that bear issue dates on or after the effective date of the regulation.

DEFINITION OF A DAILY NEWSLETTER

For registration purposes, a daily newsletter is defined as "a serial published and distributed by mail or electronic media (online, telefacsimile, cassette tape, diskette or CD-ROM). Publication must occur at least 2 days per week, and the newsletter must contain news or information of interest chiefly to a special group (for example, trade and professional associations, corporate house organs, schools, colleges and churches)." Daily newsletters are customarily sold by subscription and are not available on newsstands.

CONDITIONS FOR GROUP REGISTRATION FOR DAILY NEWSLETTERS

Daily newsletters may be registered in groups of two or more with a single application Form SE/Group and at a reduced fee if all of the following conditions are met. If any of the conditions does not apply, issues must be registered separately using Form SE or Short Form SE.

1. The works must meet the definition of a "daily newsletter" given above.
2. The works must be essentially all new collective works or all new issues that have not been published before.
3. Each issue must be a "work made for hire."
4. The author(s) and copyright claimant(s) must be the same person(s) or organization(s) for all of the issues.
5. All the items in the registration group must bear issue dates within a single calendar month under the same continuing title.

6. If requested in writing by the Copyright Acquisitions Division of the Copyright Office, the publisher of the newsletter must give the Library of Congress up to two complimentary subscription copies of the newsletter. Subscription copies must be mailed or transmitted to the separate address specified by the Copyright Acquisitions Division in its request. Subscription copies are not required unless expressly requested by the Copyright Acquisitions Division.

DEPOSIT TO ACCOMPANY APPLICATION

Send one copy of each issue included in the group registration in the same package together with the application and fee to:

Library of Congress
Copyright Office
Register of Copyrights
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000

FEE

Send with the application a nonrefundable filing fee of \$10* for each issue included in the group registration. Make the check or money order payable to *Register of Copyrights*. Or charge the fee to an active Deposit Account in the Copyright Office. Do not send cash. The minimum fee to be sent with the Form SE/Group is \$20* for the smallest group of only two (2) issues, and the maximum is \$350* for the largest group possible of 35 issues (in the event of special issues within the calendar month). Request Circular 5, "How to Open and Maintain a Deposit Account in the Copyright Office," for further information on establishing a Deposit Account in the Copyright Office.

Special handling is not available for group newsletter registrations.

***NOTE: Registration filing fees are effective through June 30, 1999. For information on the fee changes, please write the Copyright Office, check the Copyright Office Website at <http://www.loc.gov/copyright>, or call (202) 707-3000.**

APPLICATION FORM

What form to use

Use Form SE/Group for registering two or more issues of daily newsletters. Follow the special instructions below for spaces 1 and 2 on Form SE/Group. Use the space-by-space instructions on Form SE/Group to complete the rest of the application.

Space 1: Title and date of publication.

See the sample form at the bottom of this page.

Give the complete title of the newsletter followed by the International Standard Serial Number (ISSN), if available.

On line 1, list the first issue in the group. Give volume, number, and the issue date appearing on the copies, followed by the complete date of publication. The full publication date—month, day, and year—is required.

On line 14, list the last issue in the group, including volume, number, issue date, and publication date. The full publication date is required.

In the center of the section, write "Daily Newsletters," followed by "(the number of issues) Issues in This Group."

An application Form SE/Group listing only a single issue will not be accepted.

Space 2: Author and copyright claimant. Give the full legal name of the "work made for hire" author (the employer) who is also the claimant. The employer may be a firm, an organization, or an individual. For more information, request Circular 9, "Works-Made-For-Hire Under the 1976 Copyright Act."

FOR FURTHER INFORMATION

- **Information via the Internet:** Frequently requested circulars, announcements, regulations, other related materials, and all copyright application forms are available via the Internet. You may access these via the Copyright Office home page at <http://www.loc.gov/copyright> or the Library of Congress home page at <http://www.loc.gov>.
- **Information by fax:** Circulars and other information (but not application forms) are available by **Fax-on-Demand** at **(202) 707-2600**.
- **Information by telephone:** If you have specific questions about group registration of daily newsletters and want to speak with a copyright examiner, call the Literary Section of the Examining Division at **(202) 707-8250** Monday through Friday, 9:00 a.m. to 4:00 p.m., eastern time, except federal holidays. For general information about copyright, call the Copyright Public Information Office at **(202) 707-3000**. The TTY number is **(202) 707-6737**. Information specialists are on duty from 8:30 a.m. to 5:00 p.m., eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. Or, if you know which application forms and circulars you want, request them from the Forms and Publications Hotline at **(202) 707-9100** 24 hours a day. Leave a recorded message.
- **Information by regular mail:** Write to:
Library of Congress
Copyright Office
Publications Section, LM-455
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000

1	TITLE ▼				ISSN ▼
List in order of publication	COMMUNICATION DAILY				2345-6789
	Volume ▼	Number ▼	Issue date on copies ▼		Month, day and year of publication ▼
	1.	4	52	April 3, 1996	April 3, 1996
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	11.				
	12.				
	13.				
14.	4	71	April 28, 1996	April 28, 1996	
<i>DAILY NEWSLETTERS</i> <i>20 Issues in This Group</i>					

Library of Congress • Copyright Office • 101 Independence Avenue, S.E. • Washington, D.C. 20559-6000
<http://www.loc.gov/copyright>